



## Instructions for Completing Form CA-7A Time Analysis

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**General:** This form is used when claiming FECA compensation, including repurchase of paid leave. It must be used when claiming compensation for more than one consecutive period of leave.

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### Instructions for Employee:

**Blocks 1, 2, and 3:** Self-explanatory.

**Block 4:** Indicate beginning and ending dates covered by this form. These must be the same as on Forms CA-7 and CA-7b.

**Block 5:** If claiming compensation for any dates detailed in block 5, state total number of hours claimed for leave without pay and total number of hours of leave. This should be at least 10 hours unless this is your final claim.

**Block 6:**

**1<sup>st</sup> Column:** Show full date.

**2<sup>nd</sup> Column:** For each date noted in column 1, state "Y" if you are claiming compensation

**3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Columns:** Show the number of hours of LWOP, number of hours worked, paid holiday hours, and number of hours of paid leave.

**7<sup>th</sup> Column:** Using the legend provided, indicate the type of leave used.

**8<sup>th</sup> Column:** State the reason you were off work. For each date for which compensation is claimed, there must be medical evidence supporting entitlement.

***Sign and Date Form and Submit to the Appropriate Agency Official.***

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### Instructions for Employing Agency:

**Block 7:** Verify accuracy of hours and status for each date listed. If challenging entitlement for any date, attempt to resolve discrepancies prior to submitting claim to OWCP. If discrepancy cannot be resolved, indicate the specific basis for the challenge in the space provided.